OLA Executive Board Meeting
January 15, 2016

Call to order by President Calypso Gilstrap.

Roll Call by Terri Crawford. Voting members present President Calypso Gilstrap, Past President Shari Clifton, Secretary Terri Crawford, Treasurer Misty Long, ALA Councilor Nicole Sump-Crethar, MPLA Representative Tim Miller, OKSL Chair Tara Hixon Zimmerman, UCD Chair Linda Pye, and PLD Chair Rhonda Lee.

Others present were Legislative Chair Kristin Herr, Sites Committee Chair Sara Schieman, and Audit Committee Chair Linda Reynolds.

Minutes from the December meeting were sent out electronically.
Motion to approve by Linda Pye, 2nd by Tara Zimmerman. Motion passed.

Misty Long—Treasurer
Reports were sent our electronically. Are there any questions?
Tara Zimmerman asked a question regarding a check from last year to OKLS. Misty Long will supply the information.
Motion to accept report by Tim Miller, 2nd by Nicole Sump-Crethar. Motion passed.

Tara Zimmerman—OKSL report
Sent electronically.

Kay Boies—Executive Director
Written report sent electronically.
Kay also reported that she is currently working on the ballot and the budget for conference.

Unfinished business—none

Legislative proclamation—Kristin Herr
Great job to Ann Masters and all who helped craft the document. Looking for approval of Executive Board to proceed with a campaign to get signatures and use the wording when contacting legislators. Would like to have at conference for people to sign.
Permission to proceed.

Legislative Day—Kristen Herr
April 12, 2016 am
Tim Miller will work on new flyer and send to Kay Boies when ready to send out.
Polling is complete. Legislative Committee will prepare a report based on the poll and bring back to the Board for approval.

Sites Committee—Sara Schieman
Enid will not be ready for 2017 conference, so the Sites Committee has been looking for an alternative site.
Sites committee looked at both Reed and NDED and compared costs, services, and spaces. Internet costs for the facilities were discussed. Committee recommendation is to go with NCED. Motion to accept committee recommendation by Tim Miller, 2nd Tara Zimmerman. Motion passed.

Audit Report for 2013/2014 and 2014/2015
Lynda Reynolds
Copies of the audit and recommendations for auditing procedures for future audits were sent electronically. Executive Board discussed recommendations for changes in written procedures for future audits including internal control issues, procedure for handling returned checks, procedures for tracking income from credit cards to pay for registrations, etc. An appointed committee will meet before June to discuss the method for handling credit cards payments. These were recommendations from a previous audit committee.

New recommendations included questions about AuthNet and Affinipay who provide duplicate services. AuthNet needs to be eliminated. Kay will follow up with this issue.

No paperwork is available associated with ALA student memberships since they are direct deposited. Kay receives a membership report that shows who joined. Kay will provide reports to current treasurer, Misty Long.

Recommendations for revision of audit committee duties in handbook were presented by Lynda Reynolds. Motion to accept recommended changes to the auditing procedures and change the procedures in the handbook to reflect the recommended changes and to accept the audit report for 2013-14 and 2014-15 as submitted. Motion made by Linda Pye, 2nd by Misty Long. Motion passed.

Adjourn at 1:00 pm